

16. MANAGING INVENTORY

Please follow the guidelines below in managing your vaccine inventory.

Organizing and Rotating Stock

- Physically separate VFC vaccine from private stock vaccine and label the boxes accordingly.
- Organize stock so that short-dated vaccines (those that expire at the earliest date) are used first. Please note that recently received vaccine may outdate sooner than vaccine already in your inventory. Check expiration dates carefully.
- Also see Section 13, Vaccine Placement (page 51) for additional guidance on organizing your vaccine inventory within your storage units.

Short-Dated Vaccine

- Vaccine that is soon to expire will be listed in imMTrax on the **Manage Inventory** screen. You can customize this screen by going to **Manage Inventory>>>Update Alert Prefs**.
- If vaccine is within 3 months of expiring and you will not use it in that timeframe, contact other VFC providers in your area to see if they can use it.
- If you cannot find a VFC provider in your area that can use the vaccine, contact the Immunization Program to have it placed on our Short-Dated Vaccine List. The Short-Dated Vaccine List can be found on our website at www.immunization.mt.gov under the VFC link. The Immunization Program will also send out an all-provider email of available short-dated vaccine.
- If another provider can use the vaccine, follow the guidelines below (Vaccine Transfers) when transferring the vaccine.
- Do not transfer short-dated vaccine to providers without first contacting them to see if they can use it before it expires.
- If vaccine on our Short-Dated Vaccine List is transferred to another provider, please notify the Montana Immunization Program (444-5580 hhsiz@mt.gov) so we can remove it from the list.

Vaccine Transfers

- Transfer VFC vaccine between currently enrolled VFC providers only.
- Follow the *Vaccine Management Plan* (Section 12, page 45) when packing vaccine for transfer.
- Limit transfers to those that can be personally carried and where the vaccine can reach an approved storage unit within 4 hours. Commercial carriers may be used in emergencies. Contact the Immunization Program if you have an emergency.
- Do not transfer opened multi-dose vials.
- VFC vaccine that has been physically transferred to another provider must also be virtually transferred in imMTrax. To transfer vaccine in imMTrax, go to **Manage Transfers**. Pick the receiving facility from the drop-down list and enter the doses of vaccine to be transferred. Click **Submit Transfer**. To receive a transfer, go to **Manage Orders**, select the radio button next to the transfer and click **Receive/Modify**.

This will transfer the vaccine into the inventory of the receiving facility. Modify the transfer amount if needed.

Expired and Wasted Vaccine

Expired vaccine is vaccine that was not used by its expiration date. Wasted vaccine is vaccine that is spoiled due to cold chain failure, mishandling, or packaging malfunction. Follow the guidelines below in handling expired and wasted vaccine.

- DO NOT DISCARD expired and wasted vaccine. Expired and wasted vaccine must be returned to McKesson, our vaccine distributor.
- Obtain an Expired and Wasted Vaccine Return Form from our website (www.immunization.mt.gov) and follow the instructions on the form.
- Fax a copy of the form to the Immunization Program, keep a copy for your records, and include the original in the box with the returned vaccine.
- Contact the Immunization Program to request a shipping label.
- Account for the wasted/expired vaccine in imMTrax during your monthly reconciliation (See Section 15, page 54).

Borrowing

Vaccine “borrowing” is the temporary transfer of vaccine between public and private stock at a VFC provider facility. VFC providers are required to maintain adequate inventory of public and private vaccine to meet the needs of their patients. Borrowing should not be a routine vaccine management practice. Limited borrowing is allowed in the VFC Program in response to unexpected circumstances such as delayed or spoiled vaccine shipments, order miscalculations, and billing corrections. Borrowing VFC vaccine must not prevent a VFC-eligible child from receiving a needed vaccination.

Use the following procedures to track vaccine borrowing:

- Document borrowing and payback on the VFC Vaccine Borrowing Report, available on our website at www.immunization.mt.gov. The instructions are on the report.
- Keep the report for your records and make it available for review during VFC site visits. Do not submit borrowing reports to the Immunization Program.
- imMTrax does not allow the transfer of vaccine between public and private stock. If a vaccine is entered into your inventory as public vaccine, it must remain public vaccine. Private vaccine must remain private vaccine. ImMTrax will allow you to record the administration of a public vaccine to a private-pay patient and vice versa, in order to “payback” the vaccine. You must have paper borrowing reports to support these transactions.
- All borrowing should be paid back within three months of the initial transaction or at the first opportunity, whichever comes first.

Detailed imMTrax instructions can be found in the *imMTrax Provider Handbook*

(<https://immtrax.mt.gov/users.shtml>) or contact the imMTrax Training and Support at 444-4560 (hhsiz@mt.gov).